ATTACHMENT A

CLG ANNUAL REPORT DATA SHEET

The National Park Service (NPS) requires all State Historic Preservation Offices (SHPO) to monitor and evaluate CLG performance in program operation and administration according to written procedures and standards. The primary means of this monitoring and evaluation is through MHT review of CLG annual reports. In addition to satisfying federal reporting requirements, the Annual Report provides the SHPO with data useful in the development of training and public outreach programs that address those issues and challenges particular to CLGs.

Annual Reports are due at the conclusion of the first full year of CLG certification and every year thereafter. For local governments operating on the state fiscal year schedule (July 1 – June 30), Annual Reports are due on August 31st. For local governments operating on a calendar year schedule, Annual Reports are due on January 31st. Failure to submit an Annual Report constitutes a breach of the MHT/CLG Certification Agreement and is grounds for recommending decertification of the CLG to the National Park Service.

The CLG Annual Report should be a three-part document which includes:

Part I	Summary of CLG Activities
Part II	Financial Summary (required only if receiving CLG grant funds)
Part III	Appendix of Required Source Documents

The categories outlined on the following pages provide guidance regarding the type of information and statistics that should be included within the Annual Report. This data sheet is not intended to limit CLGs in highlighting successes, describing perceived deficiencies in the program, or in reorganizing the material in a format more appropriate to individual CLG activities and needs.

Questions about the Annual Report Data Sheet and requests for assistance in the preparation of the Annual Report should be directed to Nicole A. Diehlmann, Administrator of Statewide Preservation Programs at 410-514-7625 or diehlmann@dhcd.state.md.us.

CLG ANNUAL REPORT DATA SHEET

PART I: SUMMARY OF ACTIVITIES

Category A: Enforcement of State and Local Legislation
1. Number of cases reviewed: Approved, Denied, Appealed
    a. Alteration
    b. Demolition
    c. New construction
2. Has the commission amended its historic area zoning ordinance since the last reporting period?
    (*Please attach a copy of the new ordinance*)
3. Has the commission amended its design guidelines since the last reporting period?
    (*Please attach a copy of the new design guidelines*)
4. Has the commission amended its rules of procedure since the last reporting period?
    (*Please attach a copy of the new rules of procedure*)
5. Has the commission amended its criteria for the designation of sites, structures and districts?
    (*Please attach a copy of the new designation criteria*)
6. Can archaeological sites be designated under the commission's ordinance?
7. Number of new designations: [GPRA #2]
    (*Please attach maps of newly designated sites, structures, or districts.*)
8. Number of cases given automatic approval through expiration of time limit for review:
9. Number of projects reviewed for compliance with the local governments historic preservation laws *(e.g. those laws similar to Section 106 of the National Historic Preservation Act)* [GPRA #5]

Category B: Qualified Preservation Review Commission
1. List of current commission members with their term expiration dates
    (*Please identify the members on the commission that meet the Secretary of the Interior's Professional Qualification Standards, noting what discipline they represent and attach resumes for any new commissioners appointed during the reporting period.*)
2. Has the commission publicly adopted criteria for qualifying as a commission member?
3. Number of vacancies and the duration of each:
4. Number of meetings held:
5. Number of meetings attended by member:
6. Educational training attended by member:

Category C: Survey and Inventory of Historic Properties
1. Number of survey forms produced: [GPRA #1]
    (*Please indicate survey level: reconnaissance, intensive, National Register.*)
2. Usability of survey:
    a. Where is it housed?
    b. Is it accessible to the public?
    c. How and when is it updated?
3. Exchange and update of data:
    a. Does the SHPO have a duplicate of the CLG survey?
    b. Does the CLG have a duplicate of the SHPO survey forms?
    c. Is the SHPO informed of changes to forms or copied on updated photos?

Category D: Public Participation
1. How are regular meetings advertised:
    a. By what media?
    b. How many times?
    c. How far in advance of the meeting?
2. How are special meetings advertised?
3. Minutes:
    a. How are minutes recorded?
    b. Are transcribed drafts circulated for corrections?
    c. Who reviews and approves the minutes?
    d. Where are the corrected minutes housed?
    e. Are minutes available to the public?
4. Notification of commission hearing to applicants:

    a. When are notification letters mailed?
    b. Where are notification letters filed?
  5. Notification of commission decision to applicants:
    a. When are notification letters mailed?
    b. Where are notification letters filed?
  6. How are the commission's rules and procedures made available to the public?
  7. Design guidelines:
    a. What design guidelines does the commission use?
    b. How are the guidelines made available to the public?

Category E: Financial Assistance
  1. Does the local government have a tax incentive program?
    a. What is the nature of the incentive (e.g. property tax abatement/freeze, property tax credit?
    b. How many projects were assisted through the program? [GPRA #3]
    c. What was the total investment generated by these incentives?
  2. Does the local government have a local historic preservation grant or loan program?
    a. How many projects were assisted through a preservation grant? [GPRA #4]
    b. What was the total amount of grant assistance?
    c. How many projects were assisted through a preservation loan? [GPRA #4]
    d. What was the total amount of loan assistance?

Category F: Historic Property Acquisition
  1. How many historic properties were acquired in whole or in part by the local government through purchase, donation or other means? [GPRA #6]
  2. How many properties were acquired through easements?
  3. How many properties were acquired in whole?

Category G: National Register Recommendations
  1. Number of nominations received:
  2. Total number evaluated, rejected, approved:
  3. Number of meetings held:
  4. Outside support solicited to meet Review Board standards, if necessary:

PART II: FINANCIAL SUMMARY *(Only required if receiving CLG grant funds)*
A. Commission Funding
  1. How is the commission funded?
  2. Does the commission have its own budget and appropriation?
  3. What is the commission's current budget?
B. Audit Report
  1. Letter indicating approximate date SHPO may anticipate receipt of audit.
  2. Letter verifying auditor's awareness of Attachment D requirements.

PART III: APPENDIX OF REQUIRED SOURCE DOCUMENTS
Category A: 1. Copy of new ordinance, if applicable
      2. Copy of new design guidelines, if applicable
      3. Copy of new rules of procedure, if applicable
      4. Copy of new designation criteria, if applicable
      5. Maps of newly designated sites, structures, or districts, if applicable.
Category B: 1. Resumes of any new commission members appointed during the year.
Category D: 1. Copy of advertisement of regular meeting.
      2. Copies of minutes from four consecutive meetings during the reporting period.
      3. Sample of notification to applicant of commission meeting.
      4. Sample of notification to applicant of commission decision.
Category G: 1. Copy of one owner notification letter, if applicable.
      2. Copy of one general notice, if applicable.
      3. Copy of all CLG/NR Recommendation forms, if applicable.